

As its name implies, you can use the **Navigation pane** to navigate a document. You can either navigate to a specific page or heading within the document.

But that's not all it can do.

As long as you have applied Word's **Heading** styles to the headings in a document, you can use the **Navigation pane** to get a clear understanding of the logical flow of a document's content. And then if you think anything is missing or in the wrong location, you can use the **Navigation pane** to quickly edit the document including inserting and deleting headings and moving headings and their content to a new location.

In this session you will:

- ✓ learn how to navigate a document using the **Navigation pane**
- ✓ learn how to review the heading levels in a document using the **Navigation pane**
- ✓ learn how to edit headings using the **Navigation pane**
- ✓ learn how to add headings and subheadings using the **Navigation pane**
- ✓ learn how to move headings using the **Navigation pane**.

NAVIGATING DOCUMENTS

When you open a document, the **Navigation pane** will display by default (unless you've turned off this feature). This handy pane lets you quickly navigate documents by clicking on a heading in

the outline to move to that heading or by clicking on a page thumbnail to move to that page. The **Navigation pane** is ideal to use particularly when you are working with long documents.

Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *W813 Navigation Pane_1.docx...*

1 If the **Navigation pane** is not displayed to the left of the document window, click on the **View** tab of the ribbon and tick **Navigation Pane** in the **Show** group as shown

2 Click on the **Browse the pages in your document** tab  near the top of the **Navigation pane**

Browsing the page thumbnails gives you a bird's eye view of a document – this document has 16 pages as shown by the 16 thumbnails...

3 Scroll down to and click on thumbnail **14** to display page **14**

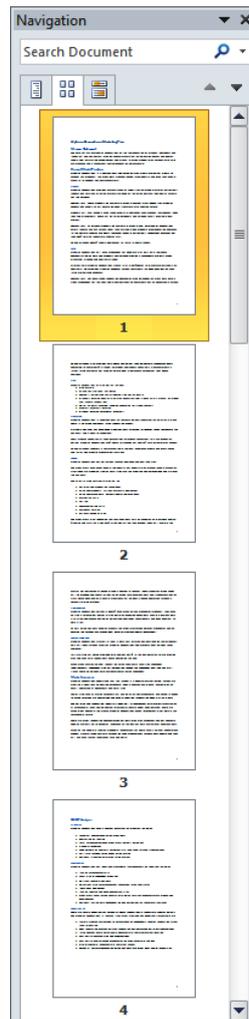
4 Click on the **Browse the headings in your document** tab 
The document's headings and subheadings will display in a clear top to bottom arrangement. They are indented based on their heading level which range in this case from Heading 1 (top-level heading) to Heading 4. You can quickly navigate to the desired section in a document...

5 Click on **Alpheius Renovations Marketing Plan** (at the top of the **Navigation pane**) to move to the first heading in the document

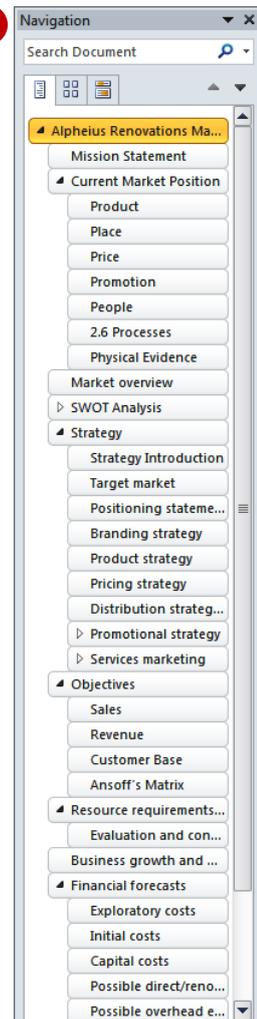


1

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For Your Reference...

To **navigate** with the **Navigation pane**:

- Click on a heading in the **Browse the headings in your document** tab to move to that heading in the document
- Click on a thumbnail in the **Browse the pages in your document** tab to move to that page in the document

Handy to Know...

- You can close the **Navigation pane** by clicking on **close** .
- You must apply Word's heading styles (eg, **Heading 1**, **Heading 2** and so on in the **Styles** gallery on the **Home** tab) to each heading for them to display with the correct indentation in the **Navigation pane**.

VIEWING HEADINGS

You can use the **Navigation pane** to quickly check that you have applied the appropriate heading style to each heading in a longer document, such as a business plan. You can do

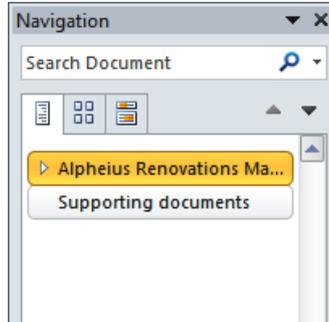
this by collapsing all headings and then progressively showing the various heading levels. If a heading is indented incorrectly, simply promote or demote it as desired and Word will do the rest.

Try This Yourself:

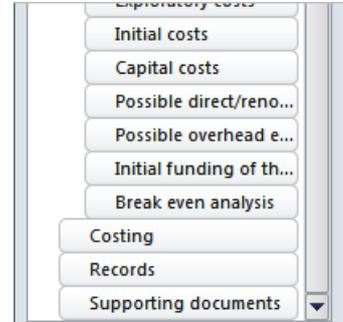
Same File

Continue using the previous file with this exercise, or open the file *W813 Navigation Pane_1.docx*...

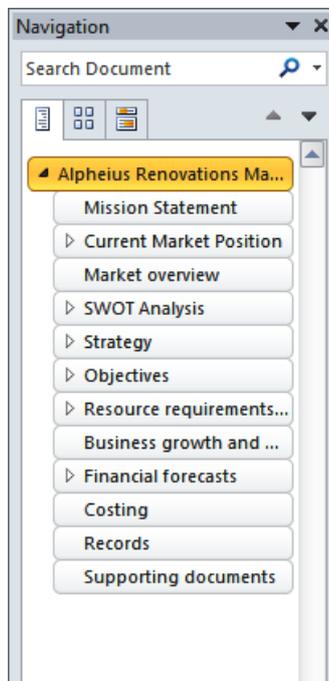
- 1 Ensure the **Navigation pane** is displayed
- 2 Right-click on any heading in the **Navigation pane** and select **Collapse All**
All Heading 2 and lower headings will collapse. Only the document title should be listed but as you can see, the Supporting Documents heading is also displayed – you can fix easily this ...
- 3 Right-click on **Supporting documents**, select **Demote** then scroll down to the bottom of the **Navigation pane** and check that the heading has been indented from a level 1 to level 2 heading
Let's check the heading levels of the various headings now – this makes it easy to ensure the correct style has been applied to each heading...
- 4 Repeat step 2 to collapse all headings and then right-click on the top-level heading and select **Show Heading Levels > Show Heading 2**
- 5 Repeat step 4 to show all **Heading 3** headings
- 6 Right-click on a heading and select **Expand All**



2

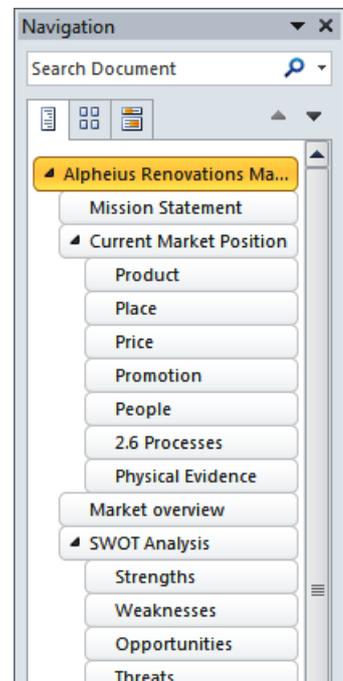


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Both Heading 1 and Heading 2 level headings will be displayed when you show Heading 2 headings



5

And consequently, Heading 1, Heading 2 and Heading 3 level headings will be displayed when you show Heading 3 headings

For Your Reference...

To view heading levels:

1. Right-click on any heading in the **Navigation pane** and select **Collapse All**
2. Right-click on the top-level heading and select **Show Heading Levels > Show Heading #**

Handy to Know...

- When you **promote** (outdent) or **demote** (indent) a heading in the **Navigation pane**, Word will also automatically apply the appropriate heading style such as **Heading 1**, **Heading 2** and so on to the headings in the document.

EDITING HEADINGS

If your document has lots of headings, chances are that they will not be named consistently throughout the document. For instance, you may have used plurals for some headings (**Editing**

Headings vs. **Editing A Heading**), used different cases (**Editing Headings** vs. **Editing headings**) and more. The **Navigation pane** provides a clear list in which you can check (and edit) headings.

Try This Yourself:

Same File

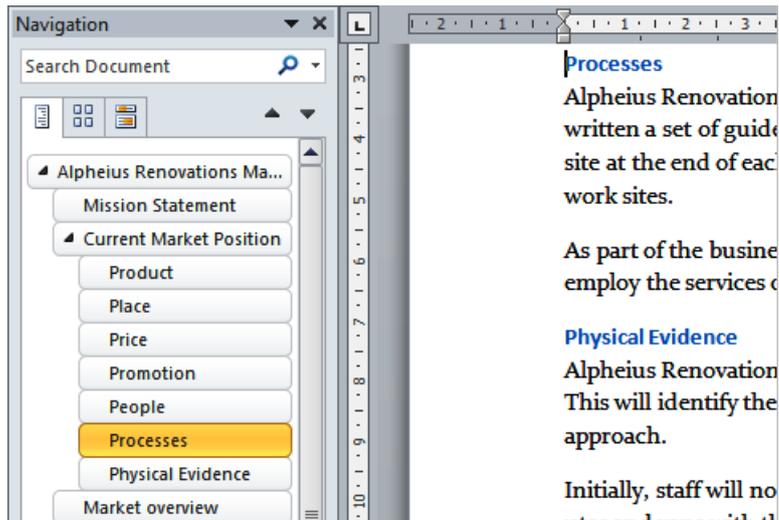
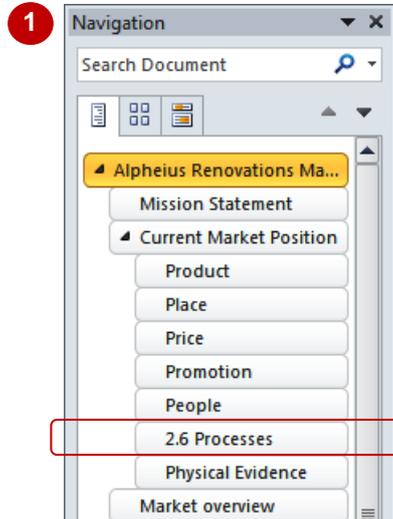
Continue using the previous file with this exercise, or open the file *W813 Navigation Pane_2.docx...*

1 Ensure all headings are displayed in the **Navigation pane**

Originally when we created this document, all headings were numbered. If you look at the Level 3 headings beneath *Current Market Position* near the top of the **Navigation pane**, you'll see that we missed removing the numbers from the *Processes* heading...

2 Click on **2.6 Processes** to move to that heading in the document, then press **[Del]** four times to delete **2.6** and the space from the left of the heading

The heading in the **Navigation pane** will update as you edit the heading in the document



For Your Reference...

To edit a heading using the **Navigation pane**:

1. Click on the heading in the **Navigation pane**
2. Edit the text in the document as desired

Handy to Know...

- You can delete a heading and its content (including any subheadings under the heading) using the **Navigation pane**. To do this, right-click on the desired heading and select **Delete**. You cannot delete the last heading in a document using this method.

ADDING HEADINGS

The **Navigation pane** makes it easy to insert new headings and subheadings into a document formatted using Word's heading styles. You can insert a heading either before or after a specific

heading and Word will format it in the document using the same style as the selected heading. When you insert a subheading, it will be inserted after the selected heading and demoted by default.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W813 Navigation Pane_3.docx...*

1 Ensure all headings are displayed in the **Navigation pane**

2 Right-click on **Strategy** (Heading 2) and select **New Heading Before**

A new blank heading will be inserted into both the **Navigation pane** and the document...

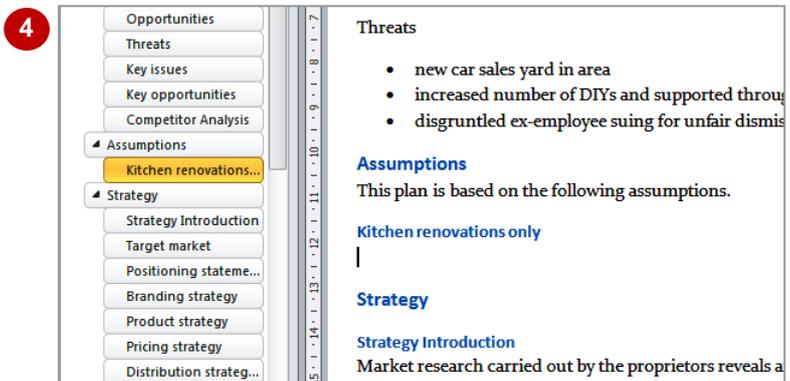
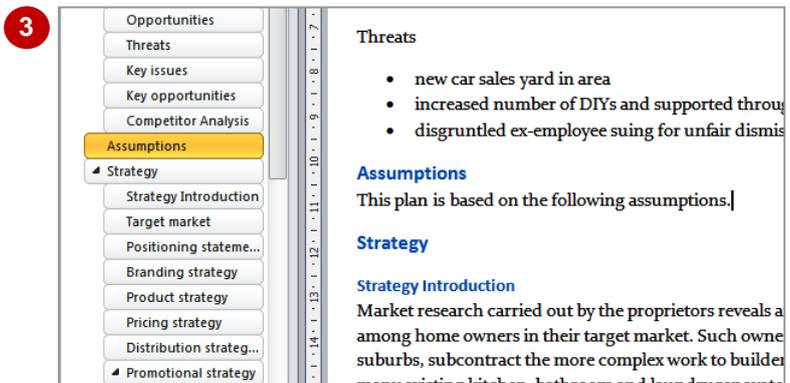
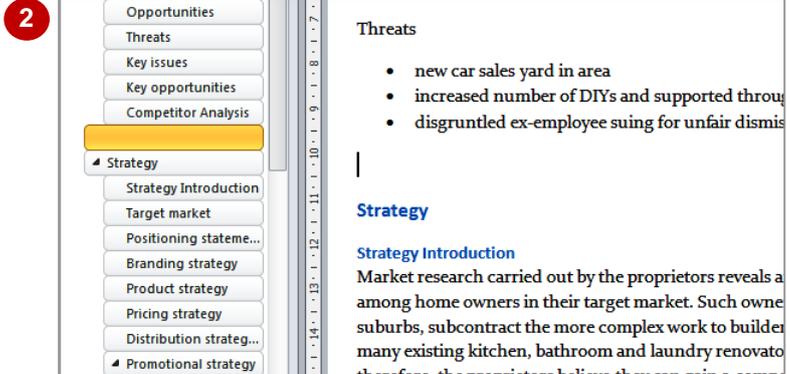
3 Type **Assumptions**, press and type **This plan is based on the following assumptions.**

Notice that the heading in the document is formatted as a **Heading 2** (same as **Strategy**) and the text as a **Normal paragraph**. Notice also that the heading text has been added to the **Navigation pane**.

You can also add subheadings...

4 Right-click on **Assumptions** in the **Navigation pane**, select **New Subheading**, type **Kitchen renovations only** and press

The subheading will be inserted after the heading and it will be formatted as a **Heading 3**



For Your Reference...

To add a heading or subheading:

1. Display the **Navigation pane**
2. Right-click on the heading either before or after which you want to add the new heading
3. Select **New Heading Before**, **New Heading After** or **New Subheading**

Handy to Know...

- When you insert a new heading before or after an existing heading, it will be formatted with the same heading style as the existing heading. You can check this in the **Styles** gallery on the **Home** tab. If this is not the correct style, you can then either promote or demote the heading as necessary.

MOVING HEADINGS

Reorganising the content of a long document is very simple using the **Navigation pane**. For example, you can quickly change the order of the headings in your document by dragging a

heading to a new location in the **Navigation pane**. The heading and its content (including all subheadings under the heading) will be moved to the new location in the document.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W813 Navigation Pane_4.docx...*

1 Ensure all headings are displayed in the **Navigation pane**

After reviewing the document, we've noticed that the **Objectives** have been included after **Strategy**. The order of this content needs to be reversed ...

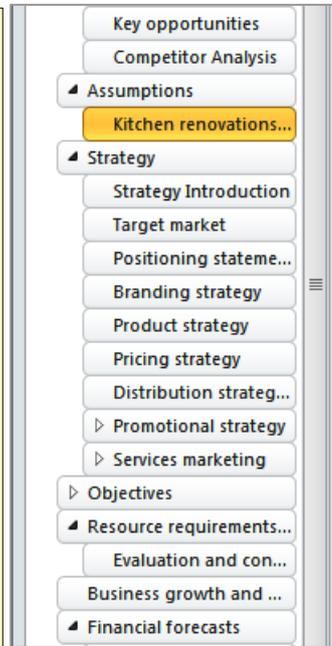
2 Click on the black triangle ▲ to the left of **Objectives** in the **Navigation pane** to collapse (hide) the headings subordinate to **Objectives**

Although you don't have to collapse the heading for the move to work correctly, it just makes it clearer what you're moving ...

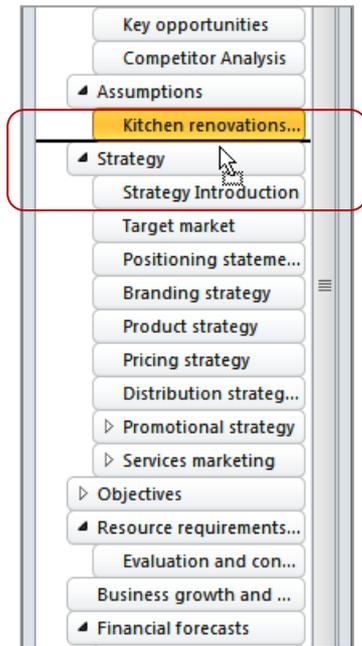
3 Drag **Objectives** in the **Navigation pane** until a solid black horizontal line appears immediately above **Strategy** as shown

4 Release the mouse button to complete the move

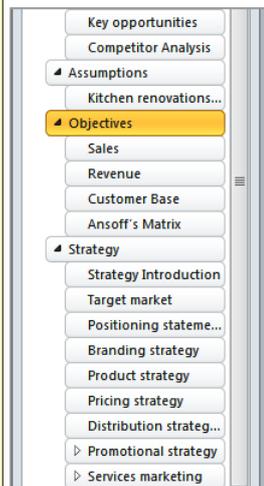
Notice that Word automatically displays all headings under **Objectives** in the **Navigation pane** and selects the entire section's content in the document



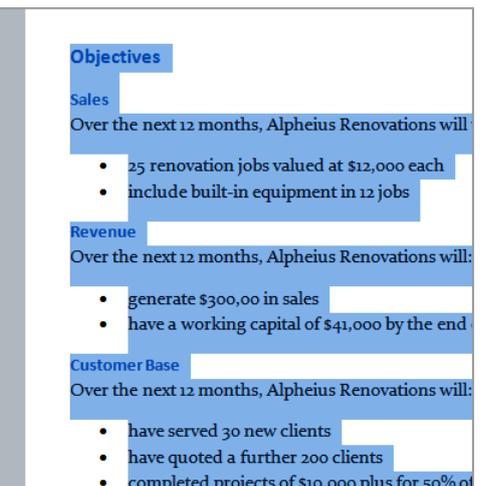
2



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For Your Reference...

To move a heading (and content) in a document:

1. Display the **Navigation pane**
2. Collapse the heading to be moved if necessary
3. Drag the heading to the new location as indicated by the solid black line

Handy to Know...

- If you want to select a particular heading and its content in a document – perhaps you want to copy the text to another document – right-click on the heading in the **Navigation pane** and select **Select Heading and Content**.